

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Software Vendors

CC: County Assessors and County Auditors

FROM: Eric Bussis, Director of Data Analysis *EB*

RE: 50 IAC 26 Data Bundle and Phase II Software Testing

DATE: January 31, 2013

The purpose of this memorandum is to inform software vendors of the revisions that have been made to the 50 IAC 26 Data Bundle, as well as to certain supporting documents. Additionally, this memorandum provides further guidance on the Phase II vendor certification testing.

50 IAC 26 Data Bundle

In a memo issued on December 6, 2012, the Department of Local Government Finance ("Department") provided software vendors information related to the data bundle that would be used during vendor certification testing. As referenced in that memo, the Department encouraged vendors to provide their feedback regarding the data bundle and its supporting documentation. Based on the feedback received from the vendors, the Department has reviewed the data bundle materials and has made the following changes:

- The "Revised Cost Schedules for CAMA Improvement Valuations Testing" has been updated to include the full set of cost schedules, as well as the changes that were referenced in the 2013 Cost Schedules Errata memo issued by the Department on December 14, 2012.
- The selected fields for the BLDDCTL file on the "Data Compliance Fields" document have been revised.
- Spacing inconsistencies for the flat files in the data bundle and supplemental folders have been reviewed and corrected.
- The CERTDRATES and ALLCERATE flat files in the data bundle folder have been reviewed and revised to ensure that leading zeros are reflected accordingly.
- The "List of deductions and exemptions to apply to property records" has been revised.

In addition to the updates made to the aforementioned files and documents, the Department has compiled the questions and comments it received from vendors. The Department created a document that addresses the vendors' questions and comments. This document and all updated

data bundle files can be found on the Phase I Vendor Certification webpage under the “50 IAC 26” section at <http://www.in.gov/dlgf/7697.htm>.

Phase II Testing

As referenced in the 50 IAC 26 testing memo from July 27, 2012, Phase II vendor certification testing involves the integration of assessment and tax and billing systems that comprise the property tax management system. In Phase II, the Department will test all combinations of assessment and tax and billing software systems used at the local level in a test environment. As a reminder, vendors must first successfully complete testing and be certified under Phase I before they can schedule Phase II testing, which is scheduled to begin in July 2014.

Attached to this memo is the Department’s draft of the Phase II testing scenarios. This information may be found on the Phase II Vendor Certification webpage under the “50 IAC 26” section at <http://www.in.gov/dlgf/7698.htm>. Vendors are encouraged to provide feedback regarding the Phase II testing scenarios by February 15, 2013. The Department will consider all feedback or suggestions and will issue guidance to any interested party on questions received on the Phase II testing scenarios. The Department will release responses to all questions and the final Phase II scenarios by March 1, 2013.

In the upcoming months, the Department will be providing further guidance to vendors on both scheduling Phase I certification testing and the submission of certain required documentation that the Department will need to receive prior to Phase I testing.

If you have any questions regarding this information, please feel free to contact me at erbussis@dlgf.in.gov or James Johnson at jjohnson@dlgf.in.gov.